

JOB ANNOUNCEMENT

<u>Regular Recruitment</u>		<u>Continuous Recruitment</u>	
Agency No. <u>181</u>	Position No. <u>00044</u>	Agency No. _____	Role Code _____
Recruitment Type <u>G</u>	A = Agency Employees Only E = State Employees Only <u>G = General Public</u>	Location Code _____	Pay Area _____
		Shift Code _____	Recruitment Type _____
		EES Approval _____	
Application Closing Date <u>OPEN UNTIL FILLED</u>		Role Code (For Alternate/trainee only) _____	

Job Title APPRENTICESHIP REPRESENTATIVE (PROGRAM ADMINISTRATION SPECIALIST I)

Job Duties/Qualifications

Develop and maintain apprenticeship training programs with employer/sponsors within assigned geographical area. Work directly with business establishments, associations of employers, labor unions, government agencies and colleges. Develop new apprenticeship programs, maintain and service existing programs, and coordinate related training. College degree with course work in marketing, vocational education, or a related field; and/or experience in workforce or training development. Knowledge of apprenticeship or performance oriented training methods; industrial and construction practices and operations; and related policies and regulations. Ability to plan, coordinate and organize apprenticeship training programs. **PRIORITY WILL BE GIVEN TO APPLICANTS WHO CAN SPEAK AND WRITE SPANISH.** Knowledge or experience using PC's and Windows is required. Extensive local travel. A background investigation will be conducted. **POSITION LOCATED IN WINCHESTER.**

Apply to VA Dept. of Labor & Industry
13 South 13th Street, Richmond, VA 23219
Contact Human Resource Office

Phone No. (804) 786-4312

Fax No. (804) 786-0139

To Apply, State Form – 10-012 Required Y (State Application May be obtained from Agency or local VA Employment Commission Office)

C. Ray Davenport, Commissioner 09/20/05
Appointing Authority Date

Pay Band 4 Starting Salary \$28,143 – \$35,000 ANNUALLY

DOLI does not discriminate on the basis of race, color, national origin, sex, age or disability in employment or provision of services.

Keyed _____
Date _____